

**Housing Finance Authority of Leon County**  
**June 8, 2017**  
**Meeting Minutes**

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**MEMBERS PRESENT:** Mr. Mike Rogers, Chairman  
Mr. Thomas Lewis, Vice-Chairman  
Mr. Andrew Gay  
Ms. Gail Milon

**MEMBERS ABSENT:** Ms. Marnie George—Excused  
Dr. Jeffrey Sharkey—Excused  
Mr. Allen Stucks-- Excused

**FINANCIAL ADVISOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**LEGAL COUNSEL:** Ms. Dawn Whitehurst  
Mr. Linje Rivers

**COUNTY STAFF:** Felisa Barnes

**GUESTS PRESENT:** None

**Call to Order by Chairman Rogers**

Without a quorum present, Chairman Rogers called the HFA meeting to order at 12:05 P.M., in Workshop mode. Staff was asked to make informational presentations until a quorum was present.

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**Agenda Item #4                      Public Comment**

**Action Taken:** No public comment.

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**Agenda Item #5A & 5B              Financial Report**

Mr. Gay and Mr. Hendrickson presented a report on HFA finances. They noted that the materials had not been posted seven days in advance of the meeting and no Board action was permitted.

**Action Taken:** No Action Required

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**Agenda Item #6A:                      Emergency Repair Program**

Mr. Hendrickson reported that when he reviewed the May financials from the County, two repairs had been funded, and one was pending. He stated that Ms. Barnes was able to obtain an updated report. A discussion followed related to the fact that the County had earlier reported that the waiting list had cleared, and that there were no pending persons on the list for funding.

**Action Taken:** The Board members present directed Mr. Hendrickson to inquire of the County what process was being used to decide who would be funded under this program, and to work to establish a system where homeowners that were assisted would receive a letter from the HFA related to their assistance.

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**Call to Order by Chairman Rogers**

With a quorum present, Chairman Rogers called the regular meeting of the HFA to order at 12:20 PM

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**Agenda Item #1: Membership Roll Call**

Staff called the Membership Roll and attending members were Chairman Rogers, Vice-Chairman Lewis, Mr. Gay and Ms. Milon. .

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**Agenda Item #2: Approval of the June 8, 2017, Agenda**

**Action Taken:** Chairman Rogers called for a motion for approval of the June 8, 2017 Meeting Agenda. Mr. Gay motioned to approve and it was 2<sup>nd</sup> by Ms. Milon. Motion passed unanimously.

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**Agenda Item #3: Approval of the May 11, 2017 Minutes**

**Action Taken:** Chairman Rogers called for a motion for approval of the May 11, 2017 Meeting Minutes. Mr. Gay motioned to approve and it was 2<sup>nd</sup> by Ms. Milon. Motion passed unanimously.

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**Agenda Item #6B: Real Estate Activity**

Mr. Hendrickson reported that no response had been received from Ms. McGhin related to the publication of an advertisement of the available properties or any other County actions.

**Action Taken:** No Action Required

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**Agenda Item #6C: Future Role of the HFA**

Mr. Gay and Mr. Hendrickson presented the draft RFQ for the HFA's checking account. Mr. Gay reported that he would distribute to banks within Tallahassee, if the RFQ was approved.

**Action Taken:** Mr. Gays motioned to approve the RFQ for Checking Account Services, and it was seconded by Ms. Milon. Motion passed unanimously.

A discussion of the HFA's investment plans followed.

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**Agenda Item #6D: Legal Update**

Ms. Whitehurst reported that General Counsel would bring proposed by-law revisions to the August HFA meeting.

**Action Taken:** No Action Required.

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**Agenda Item #6E: Multi-Family Process and Fees**

Mr. Hendrickson reported that the HFA's fee structure was competitive with other local HFA's and the State. He stated that when the process and fees were reviewed, it was noted that the application needed updating.

**Action Taken:** The Board directed Mr. Hendrickson to bring a revised Multi-Family Bond and Local Government Contribution application to the August HFA meeting for review and consideration of approval.

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**Agenda Item #6F: "To-Do" List**

Mr. Hendrickson presented the "to-do" list.

**Action Taken:** No Action Required.

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**Agenda Item #6G: Legislative Update**

Mr. Hendrickson presented a legislative update, focusing on the amount of SHIP funds that would be allocated to Leon County and the City of Tallahassee.

**Action Taken:** No Action Required.

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**Agenda Item #7: New Business**

There were no items discussed under New Business.

**Action Taken:** No Action Required

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**Agenda Item # 8: Adjournment**

This meeting was adjourned at 12:40 P.M.

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Mike Rogers, Chairman

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Jeffrey Sharkey, Secretary      Date: